

LOCAL AGENCY FORMATION COMMISSION OF SANTA CLARA COUNTY

County Government Center, 11th Floor, East Wing
70 West Hedding Street, San Jose, California 95110
(408) 299-5127 (408) 295-1613 Fax

FILING REQUIREMENTS

CHANGE OF ORGANIZATION / REORGANIZATION TO BE CONSIDERED BY LAFCO

The following requirements must be met before *annexation or reorganization proposals to be heard by LAFCO* will be accepted for filing:

1. One copy of completed Change of Organization or Reorganization Application Form.
2. One certified resolution from agency requesting LAFCO action (if proposal is initiated by local agency resolution)

OR

One copy of the petition (if proposal is initiated by petition, landowner or registered voter)

3. One copy of a map and legal description which meet the standards of both Santa Clara County LAFCO and the State Board of Equalization. Legal descriptions and boundaries other than those shown on previously recorded legal documents shall be prepared by a person authorized to practice land surveying (i.e., any licensed land surveyor, or any civil engineer registered prior to January 1, 1982, pursuant to California Business and Professions Code sections 8700-8806)
4. A list of Assessors Parcel Numbers of parcels within the project area, with names of property owners, current City and/or County General Plan land use designations, zoning designations and existing land use for each property.
5. One copy of *Environmental Information Form* if requesting categorical exemption from CEQA. If not categorically exempt, 10 copies of a certified environmental document discussing the impacts addressed in LAFCO's *Project Evaluation Policies*, regarding regional and cumulative impacts, the impacts on agricultural and open space resources and any other environmental issues identified by staff. Negative declarations must include an initial study.

If there is a question regarding whether or not LAFCO will be lead agency or whether the proposal is categorically exempt, an *Environmental Information Form* will need to be completed and signed before meeting with LAFCO staff to determine lead agency status.

6. One copy of a plan for services is required to be prepared in compliance with California Government Code section 56653 (This is not a requirement for applications not supported by the affected local agency)

7. Proposals to annex territory outside the urban service area must include 10 copies of a Fiscal Impacts Report analyzing the fiscal impacts of the proposal on the affected local agencies, including the requesting agency, the County, special districts and any affected school districts. The impacts to the County shall be developed using the Fiscal Impacts Worksheet developed by the County.
8. One copy of all staff reports pertaining to proposal submitted to agency's planning commission, council or board.
9. Four (4) sets of mailing labels of all affected cities and special districts and any project managers or consultants interested in receiving public notice.
10. One completed Statement of Boundary Change Form
11. City incorporation and district formation applications will include ten (10) copies of a feasibility study
12. Party Disclosure forms signed by each property owner and any other affected party or agent included in the proposal.
13. Lobbying Disclosure forms filed by the applicant listing all lobbyists hired to influence the action taken by LAFCO on the application. Must be updated one week prior to hearing date, if necessary.
14. If desired, pursuant to California Government Code section 56663 (c, d), submit the Waiver of Protest Proceedings form from each agency that loses or gains territory as a result of this proposal, a consent to waive further protest proceedings following the LAFCO hearing.
15. Any additional information required by the Executive Director.
16. LAFCO Filing fees and the State Board of Equalization fees.